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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 1 August 1956

FROM : Chief, Administrative Training

25X1 SUBJECT: Weekly Report, 24 - 31 July

25X1 1. [redacted] met with [redacted] Supply Division, Office of Logistics on 24 July for the purpose of discussing a new procedure for property clearances for personnel leaving the Headquarters for PCS or the Agency as a result of resignation. It was agreed that a memorandum would be prepared by [redacted] for the signature of the Director, Logistics and directed to the Director, Personnel, outlining the necessary action to be taken by both offices concerned.

25X1 2. On 25 July, [redacted] briefed six JOTs on Personnel Services.

25X1 3. [redacted] of Logistics called concerning continued cable coverage for Logistics personnel. He said that [redacted] was pleased with the two DDS Cable Refresher Courses given Logistics and wanted to ensure that returnees receive a similar coverage. Two possibilities were presented for consideration: (a) That Logistics personnel audit the cable coverage in Operations Support, and (b) That a cable lecture and problems be included in the Logistics Course. The latter would probably serve Logistics better in that emphasis could be placed on their own cable problems. The Office of Logistics runs three of these courses a year and they feel about three hours would be sufficient time to devote to cables.

25X1 4. [redacted] employed a new approach in presenting [redacted] distributed the Tradecraft Manual. An introduction by [redacted] was followed by a two hour reading period. [redacted] is going to forward to us the students' written comments on the Manual.

25X1 5. The Finance Case Officers' Handbook has not been cleared for publication. On 13 December 1955 this draft and [redacted] Tradecraft Manual was presented to [redacted] The Tradecraft Manual is now being used by students and instructors, however, the history of the proposed Finance Case Officers' Handbook has been difficult and devious:

25X1 6 March - the handbook was checked by [redacted] and [redacted] and forwarded to [redacted]

25X1 3 April - this book came to us with comments by [redacted] (General Counsel's Office). After discussion of specific points a meeting was arranged and the General Counsel's agreement was obtained.

**25 YEAR RE-REVIEW**

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7 May - [redacted] (DDP) had publications route photostatic copies for comment. One of these copies was received in training on 17 May with a 31 May deadline for comment.

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30 July . [redacted] telephoned to report receipt of comments from [redacted] dated 29 June and forwarded by Publications (19 July).

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1 Aug . [redacted] brought these suggested changes to us for resolving.

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[redacted] directed these changes be made and the handbook resubmitted for additional clearance. [redacted] has been given all pertinent memos, including concurrences by DDP Budget Officers, concerning the handbook to formulate a reply. [redacted] is of the opinion that the Technical Audit Staff might possibly be able to expedite the issuance of this publication. He is checking and will call us on his findings.

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cc: [redacted]

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